



## ARMED FORCES ENTERTAINMENT

1225 Jefferson Davis Hwy  
Crystal Gateway #2, Suite #413  
Arlington, VA 22202-4306

date

Tour Group's Name & Address

Dear Tour Group' Name

I am pleased to welcome you to the Armed Forces Entertainment (AFE) program and look forward to working with you to make your upcoming tour memorable for our military personnel, as well as members of your group.

The AFE mission is to recruit, hire, and provide quality entertainment to our military personnel assigned overseas, but the AFE office is only a small part of the team it takes to "get the show on the road." Our many successful years in accomplishing this mission are due to the professional country and site coordinators, an appreciative audience at each and every location, and the wealth of unselfish entertainers, like yourself.

With this in mind, I am sending you this two-part package to make sure everyone understands what is required and acceptable. The first section contains several forms that need to be completed and returned to this office as soon as possible, but no later than 15 days after you receive this memo. Your tour may be delayed or cancelled if all of the necessary documents are not received within this timeframe. These forms require personal information and technical data on your group and will be used to request country clearances, schedule and reserve commercial and military airline tickets, apply for country visas, and much more. This information will be used in accordance with the Privacy Act of 1974.

The second section contains general information on many commonly asked questions ranging from security and flight information to the lodging conditions and performance schedules.

If you have any questions, concerns, or comments, please do not hesitate to give me a call, send me an email, or drop me a fax.

Enclosures

1. Forms to Return
2. General Tour information

# SECTION 1

**The following items must be completed and returned as described or your tour may be adversely affected. These are non-negotiable and non-waiverable requirements, so if there are any questions, contact me immediately.**

- All members of the group, or traveling with the group, must be 18 years of age.
- If this package is sent via email, attachments 1, 2, and 4 will be sent separately.
- Please complete and return the items listed below to the AFE office within 15 days of receipt

~~✗~~ ~~P~~ersonnel Information Form (atch 1)

*Ensure the accuracy of all information provided. The name, date of birth and passport number must be exactly as it appears on the passport. If the passport is incorrect (i.e. name changes, basic inaccuracies, etc.) call me immediately. Finally, double-check all information on the final form before returning.*

~~✗~~ ~~I~~mmunization tour member authorization letter (atch 2)

~~✗~~ ~~I~~mmunization tour member agreement form (atch 3)

~~✗~~ ~~E~~quipment List (atch 4)

~~✗~~ ~~C~~urrent/Updated promotional material (video, CD, web site, 8x10 glossy, song list, biography, etc)

~~✗~~ ~~P~~assport for each person

~~✗~~ ~~6~~- 2x2 pictures of each individual (used for country visa applications and the Department of Defense ID card)

Atch 2 to Encl 1 - Tour Member Agreement Memo

Armed Forces Entertainment  
1225 Jefferson Davis Highway Suite 413  
Arlington, Virginia 22202-4306

Dear Chief,

I understand and agree to comply with the immunizations requirements and recommendations as stated in the "Health Information for International Travel 1986 (CDC 86-8280), pursuant to my participation in the Armed Forces Entertainment Program Overseas. I also understand that I may be required to undertake a blood test in order to be prescribed malaria pills, if they are required for travel overseas.

To the best of my knowledge, I have no physical limitations, nor do I have any objections, religious or otherwise which would preclude me from obtaining these immunizations or blood tests.

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**PRINTED NAME**

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**SIGNATURE**

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**DATE**

# SECTION 2

## CONFIRMATION OF YOUR TOUR INFORMATION:

**TOUR DATES:** DATE  
**NUMBER OF TOURING MEMBERS:** ##  
**TOUR REFERENCE #:**XXXX  
**GROUP PHONE #:** (###) ###-####  
**TOUR SITES:** TO BE DETERMINED

## PURPOSE OF YOUR TOUR:

Your job is to lift the spirits and morale of the military personnel you come in contact. This positive interaction will help them maintain their readiness and effectiveness while serving in the defense of our country. You will serve as a vital link between those at home and those who guarantee our security - the Marines, Sailors, Soldiers, and Airmen of America's Armed Services.

These troops are far from home, their loved ones, and many comforts of home, but you will bring them a little touch of America. Many troops are located at extremely isolated conditions, and many others are in regions with heightened threat conditions. All of our men and women in uniform need a "touch of home" to remind them they are remembered and loved by those back in the U.S.A.

From the time you leave your home town until return you will meet many people, experience demanding travel going through airports and customs, jet lag, military regulations, changing weather, different cultures, languages, and time zones. Preparation and flexibility will be your keys to a successful tour. There are many things you won't have control over, so please try to remain flexible and go with the flow.

During your tour, you will see a variety of military bases, camps, remote sites, hilltops, embassies, and Navy ships afloat - places most Americans would never have the opportunity to experience. You will perform for the most gracious and appreciative audiences, our American troops. Your tour should prove to be both fascinating and rewarding.

## TRAVEL

AFE coordinates and purchases all air travel. In some circuits, the regional coordinators arrange the air travel between countries. Travel may be on commercial or military planes, busses, trucks or automobiles.

## **AMC (Air Mobility Command) FLIGHTS**

These flights are on military aircraft. Depending upon the region of the world, you may not have any AMC flights. If you do, "Show-time" is 2-3 hours before departure to ensure you keep your seats. If you are late, you may miss the flight and cause future shows to be cancelled. A group member must be present when your equipment is palletized, strapped down and netted. It is recommended for you to actually watch your equipment go on the plane. If your equipment is left behind for any reason, a group member should remain with the equipment and rejoin the group later. Call the local site coordinator if flights are delayed and or canceled. Weapons, explosives, and other flammable materials are strictly prohibited.

## **MONEY**

An honorarium of \$150 per person per day will be paid to the group, including departure and return days. One check will be sent to the agent/group manager 5-10 days prior to departure, for 60% of the honorarium. Invoice and receipts are due to AFE 10 days after you return from tour. The remaining 40%, plus reimbursable expenses, will be sent to the agent/group manager 30-45 days after AFE receives invoice and receipts. The maximum reimbursable expenses must not exceed the amount agreed on for the entire tour. Bring your checkbook, cash, ATM card, and credit card. Both ATMs and check cashing are available on most bases. Money may be converted to foreign currency or money orders. Please keep all receipts, except meals.

## **REIMBURSABLE EXPENSES (Receipts are required)**

Customs or country departure fees

Passport and visa photos

Postage

Immunization

Mileage to and from airport @ \$0.365/mile/car (detailed travel log is required)

Local travel costs (vehicle rental, tolls, short term parking)

Baggage tips (reasonable amount)

Other production costs will be considered on a case by case basis.

## **LODGING**

You will stay at military or civilian hotels depending on availability. All attempts will be made to get you lodging on base at the cheapest rates. Facilities, room rates, and amenities will vary widely. **You must pay all lodging charges before checking out.** If you have an early flight, and if the front desk is closed, then settle the bill on your final night.

## **FOOD**

Base dining halls are your most economical options. You will pay all expenses during your tour using the money you receive. The government imposes a dining hall surcharge to recover subsidized food cost from travelers earning per diem. However, many installations waive the surcharge. Including surcharge, your food costs are still comparable to fast food prices. Fast food restaurants, snack bars and restaurants are also available.

## **SPONSORSHIP**

“Armed Forces Entertainment” is the sole sponsor of your tour. Please acknowledge us and local MWR or Service hosts during your performances. You may display your own group banner provided it is in good taste and good condition. Sponsor banners other than local MWR or Services units are not permitted in the immediate performance area. You may not promote any other sponsor without AFE’s approval. If you are asked to promote other sponsor(s) while on tour, please notify AFE.

## **PERFORMANCES**

**Entertainment Groups**: Since you are being sent to “bring a little bit of America” to troops overseas, **75-80% of your show must be cover songs**. You will be expected to perform for a minimum of 2 hours, plus breaks. The local club or venue manager will provide further details. You will be expected to perform, on average, 5-6 days per week. If you travel more than 8 hours in one day, you will not be required to perform that night. Performances must be wholesome and in good taste. Material cannot be offensive to anyone in regards to race, religion, national origin, sex, military rank, military service or handicaps. Avoid controversial issues and topics. All entertainment groups should expect to participate in a reasonable amount of “handshakes” on performance days. Site visits are as important as your show. Military members take great pride in their duties and skills. Ask them what they do. They will proudly tell you.

## **PERFORMANCE RESTRICTIONS**

### **Groups CANNOT:**

Perform on the local economy.

Perform other than what is scheduled by coordinator unless approved in advance.

"Pass the hat" or ask for donations/contributions/compensations.

Consume alcohol on stage or while performing.

All shows are free of charge and open to all military and DoD personnel. Military clubs are not permitted to charge for entertainment.

## **COUNTRY BRIEFINGS & INFORMATION**

A site coordinator will meet you upon arrival overseas and give you more details on your tour in that particular location, to include: performance and travel schedule, restrictions imposed by the military base and the local area, lodging, transportation arrangements, plus local contacts. Ask a lot of questions.

## **SECURITY**

Information about many military installations is classified. Accordingly, any information about these bases should not be discussed with anyone. Be aware that foreign agents have tried to obtain classified information from unsuspecting Americans. If anyone should approach you about security information, you must report it immediately to the military security personnel or your site coordinator that hosts you.

## **PERSONAL BAGGAGE**

You may take 2 checked personal bags (max. 70 lbs. each) and one carry-on piece. Foreign airlines’ weight restrictions are often stricter than U.S. carriers. Also, consider purchasing an international adapter kit for personal electrical items such as hair dryers, shavers, and digital cameras.

## **EXCESS BAGGAGE**

You are authorized a maximum of 20 total pieces of excess baggage for equipment. This equipment must not weigh over **70 pounds each** and not measure more than **62 linear inches** each. Do not exceed your maximum weight of 1400 lbs. Any item weighing more than 70 pounds or measuring greater than 62 linear inches will **count as two items**. No single piece can weigh greater than 100 lbs. You will pay any unauthorized excess baggage charges on the spot (have credit card ready). AFE will not reimburse you for unauthorized or overweight excess baggage. Always place one copy of your travel orders (extras provided) inside each piece of equipment and baggage.

Contact the airline ticket counter (not the airline's central reservations agent) two days prior to departure to let them know you are coming with all your excess baggage. You can discuss excess baggage handling instructions and MCO processing. Record the name of the agent you talked to plus the name of the supervisor working the day you will depart.

## **EQUIPMENT**

Type all equipment on the Excess Baggage/Equipment List. Notify AFE of changes or deviations after submitted. Carry extra copies of the equipment list with you. Always safeguard your equipment. Always inventory equipment items before and after air travel and performances. Groups must travel with everything you need for all your shows. You are responsible for transporting baggage, equipment cases, etc. These tours are tough on equipment and your road cases need to be very sturdy but light weight. Consider hand-carrying small critical items such as fuses, plugs, cords, or guitars, etc. You are responsible for set-up, operation, and pack-up of all equipment. Emergency repairs may be necessary. Therefore, you should pack selected repair parts and schematic diagrams. Repair assistance overseas may be expensive and inconvenient. Inoperable equipment resulting in cancellation of performances constitutes grounds for termination of the tour. Equipment is sent as excess baggage (not freight!) on the same flight as the group.

## **MISCELLANEOUS CHARGE ORDERS (MCO)**

There is a MCO (Miscellaneous Charge Order) for each commercial leg of the tour. This is what pays for your excess baggage (to transport your equipment). The MCO will be in the tour manager's airplane ticket packet. Always ensure you have necessary MCOs for the next commercial leg of your tour, before you go to the airport. Give the MCO for the corresponding leg of your trip to the ticket counter along with the airplane tickets. Ensure that what you are checking as excess baggage/equipment matches the weight and number of pieces on the MCO. If it differs, you must request a credit from the airline at that point. All unused/adjusted MCOs must be returned to AFE upon completion of the trip. All personal and excess baggage will travel on the same plane.

## **A.T.A. CARNET**

The "Admission Temporary Admission", or the ATA Carnet, is an international customs document used to temporarily import your equipment into a country duty free. This document is in-lieu-of the usual customs documents required for entry. The carnet serves as a guarantee against the payment of duties, which become due if the equipment is not re-exported. AFE arranges all necessary carnets. The carnet is used primarily for the countries in the Mediterranean. **All carnets must be returned to AFE** after the tour. If carnets are not returned, this will delay the reimbursement of your tour costs.

## **HEALTH & MEDICATION**

All members must be in good physical condition and must not require special medication or treatment while on tour. To combat jet lag, reset your body clock early, avoid alcohol and caffeine products during travel. Physical exercise at your destination also eases jet lag. Gym facilities are widely available.

Medicine and prescriptions must be in original containers. Ensure prescriptions are properly labeled with patient's correct name. Prescription refills are not available. Pack enough medication for the entire tour. Over-the-counter items are available at most bases.

**Illegal drug use or possession is strictly prohibited.** Do not joke about drug use, possession, or purchase. Drug laws overseas are severe and offenders will be outside of U.S. jurisdiction. Most overseas locations conduct 100% drug searches upon arrival. Do not make jokes about illegal drug activity.

## **EMERGENCY MEDICAL TREATMENT**

Outpatient emergency medical and dental care is **authorized at no cost** (see paragraph 4 of your travel orders). You will be billed for inpatient costs including room charges, meals, etc. No-cost treatment is not available for existing medical conditions or injuries from negligent actions. If you feel ill, seek treatment before condition gets worse. Notify local contact personnel of any medical situation.

## **MEDICAL INSURANCE COVERAGE**

The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and if it will cover emergency expenses such as a medical evacuation. Health costs outside the United States are seldom covered by US medical insurance unless covered by supplemental coverage. US Medicare and Medicaid programs do not provide payment for medical services outside the continental US.

## **GROUP MANAGER**

The group manager is responsible for administrative items, group's conduct, and overall well being. Specific responsibilities are:

Ensure your group is on time for all flights, show times, pick-up times, etc.

Complete the Unit Manager's Tour Summary of any items of interest, concerns, problems, things that went wrong, things that could make future tours better. Please provide proposed solutions.

Coordinate with country coordinator upon arrival in each country, or weekly to review all scheduled details.

## **STATUS**

Entertainers are classified as non-combatants and are assigned a civilian Government Service (GS) equivalency rating of GS-9. This officer-equivalent ranking is for travel and billeting purposes only. You will have access to most base facilities including exchange stores (mini grocery store), dining halls, and Morale Welfare Recreation (MWR) activities. Commissary (grocery store) privileges are not included.

## **DRESS**



Ensure dress and appearances are in good taste both on and off stage. Your performance attire should be both clean and professional. Selected overseas locations have dress and appearance restrictions. Check with local coordinators on restrictions. Pack wash and wear clothing. Laundry facilities are available on all military installations.

## **CONDUCT**

Your conduct must always reflect favorably on the United States of America, DoD, and AFE. Overseas entertainment coordinators will brief you on sensitive issues of local importance.

Sometimes during your tour, you can expect to be “on your own.” Full-time escorts are not always available. Thus the unit manager must exercise good leadership to maintain group integrity. All unit members must look out for each other and cooperate fully to insure a successful, enjoyable tour. Internal strife and dissension within the group must be avoided at all costs. Use the “buddy system” when you go on your own (shopping, sightseeing, etc.) on/off base.

## **CORRESPONDENCE/MAIL**

In case of emergency, have family members and/or associates contact AFE. Put your personal mail on hold. Do not forward mail overseas because you will not receive it, due to your extensive travel schedule. When buying souvenirs, consider mailing the items home to avoid baggage restriction penalties or custom delays. When mailing from overseas, use military post offices.

## **DELAY**

Delays must be requested prior to the signing of your proposal (budget). Delays will not be granted after proposal is signed. Delays must be taken at the final performance location of the tour. Delays are authorized for up to 14 days. Delays are taken at no expense to the government—i.e. groups cannot use the military orders (ITOs), military lodging, equipment storage, transportation, meals, medical/dental care, etc. You must inform AFE, prior to departure, the address and phone number where you will stay.

## **TERMINATION OF TOUR**

Your tour may be terminated at any time if there is anything that will compromise the interest of the U.S. or local government (improper conduct, inoperable equipment, overseas political instability, etc.). Groups that cause disciplinary problems will be sent home immediately and disqualified from participating in the Armed Forces Entertainment program. For any reason returning earlier, the payment will be adjusted and calculated up to and including your earlier than scheduled return day.

## **CLAIMS FOR LOST OR DAMAGED EQUIPMENT**

Claims resulting from neglect of commercial airlines must be filed with the airline at first available opportunity. Airlines give you 24 hours to file a claim. Otherwise, they will not be liable. Consider purchasing private insurance to cover any equipment mishaps or damage. If equipment is damaged on base, then call AFE for the “Damaged/Lost equipment” form. Claim with written statements and cost estimate is required.

## **FINAL PAY PACKAGE**

The Final Pay Package is due to AFE ten days after you return from tour. Please include the following items:

Tour Evaluation Forms  
DoD no-fee passports, if any  
DoD ID cards  
Carnet, if any  
Unused commercial airline tickets, if any  
Unused MCOs, if any  
Invoice and all receipts, except food.

Missing receipts will result in non-payment of claimed items.

### CONCLUSION

Finally, thank you for unselfishly giving your time and talents to perform for the U.S. troops overseas. They are looking forward to your arrival and to see your show.

We/I have read the above hire-briefing letter and hereby state our/my intentions to abide by the guidance set forth.

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